



**ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT AND CONTRACT ADMINISTRATION  
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**Questions/Responses No.1 to the Request for Proposals (RFP)  
Court Reporting Services for Board of Law Examiners  
September 17, 2013**

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Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the offeror asking the question.

1. Question: How many members make up the Board?

**Response: The Board is seven persons. With applicant, counsel and witnesses, it is not usually above twelve people.**

2. Question: How is the room set up e.g. Conference Style, Hollow Square, U-Shape?

**Response: How the room is set up depends on the availability of rooms. If a conference room is not available, then tables are usually set up in a square.**

3. Question: Is the room miked?

**Response: No.**

Date Issued: September 17, 2013  
Kelly Moore, Procurement Officer